

## SELF SERVICE CENTER

### INSTRUCTIONS FOR COMPLETING AN "ORDER STOPPING AN ORDER OF ASSIGNMENT"

#### DEFINITIONS:

"Obligor" "Payor" is the person ordered to make support payments.

"Obligee" "Payee" is the person or agency entitled to receive support.

#### COMPLETE THIS FORM IF:

You completed a ***"Request to Stop Order of Assignment"*** and marked a box in Section A of Item 8 on the Request form.

#### TO COMPLETE THIS FORM YOU WILL NEED:

Information from, or your copy of, the ***"Order of Assignment."***

#### FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

- (1) Fill in the name of the person shown as the petitioner on the ***"Order of Assignment."***
- (2) Fill in the name of the person shown as the respondent on the ***"Order of Assignment."***
- (3) Fill in the case number that appears on the ***"Order of Assignment."***
- (4) Fill in the name and social security number (SSN) of the Obligor.
- (5) Fill in the date the ***"Order of Assignment"*** was signed (Item 10 on the Order).

Leave the rest of the form blank. The judicial officer (judge, commissioner, or referee) will complete the remaining items at the time of hearing.

#### WHEN YOU HAVE COMPLETED THIS FORM:

Bring this form, along with your ***"Request to Stop or Modify the Order of Assignment."*** to the Clerk of Court at one of the following locations:

Downtown Court Complex, 101 W. Jefferson St., Phoenix, AZ 85003

Southeast Court Complex, 222 E. Javelina, Mesa, AZ 85210

Northwest Court Complex, 14264 W. Tierra Buena Lane, Surprise, AZ 85374